

~~SECRET~~

Med?
Sec.?

	Component	PROGRAM ELEMENTS FOR WHICH ARO IS RESPONSIBLE								No. of Controlled Forms
		FORMS MGT	REPORTS MGT	CORR. MGT	FILE STDS.	RECORDS SYSTEMS	RECORDS DISP.	VM		
1	Office of Director									11
2										
3	Office of DD/S									
4	Gen'l Counsel									4
5	Audit Staff									
6	Comm. Staff									
7	Mgt Staff									50
8	Medical Staff									16
9	Communications									86
10	Comptroller									185
11	Logistics									85
12	Personnel									149
13	Security									47
14	Training									52
15										
16	Office of DD/I									
17	OCR									145
18	OBI									
19	ORR									104
20	ONE									
21	OCI									11
22	OSI									6
23	OO/Asst Dir.									
24	Sovmat Staff									4
25	Contact Div.									22
26										40
27										2
28										
29	Office of DD/P									258

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- ① Figures denote components having the greatest vol number two the next highest, etc.
- ② Headquarters only. Field schedule reflects 9 items covered
- ③ Approximate number of items

Records Management Program Activity in

No. of Types of Reports Required		No. of Steno-grapher - Typists	Post Office Mail ^①		Distribution of Corres-pondence HB	Filing Equipment		Pieces of Microfilm Equipme
External	Internal		IN	OUT		No. of Pieces	Value	
					15			
	2✓				10	179	4,196	
	1✓				4	9	2,328	
		3			4			1
	10✓				16	76	10,886	
	33✓				50			2
	7✓	57	2	3	40			2
	29✓		4		88			26
	162✓		1	1	153			1
	33✓				31	650	82,358	
	31✓				162			2
					10			
	18		3	4	55			46
	7							
	31				207	3,920	423,684	3
	3				6	67	13,497	
	5				50			
	8				85	519	76,477	2
	5				4			
	5				1	5	1,377	
	10		5	5	50			4
	10			2	10	103	17,705	
					10	453	40,336	5
					30	3,909	764,802	31

ume. Number one represents the greatest volume,

④

ring 1,500 cubic feet.

Operating Offices

(31 Oct 55)

Includes an estimate of all Intelligence Publications Index (IPI) materials which constitute about 132 series.